

21 JUN 1960

MEMORANDUM FOR: Acting Chief, Finance Division
Chief, Fiscal Division
Chief, Financial Analysis Staff

SUBJECT : Report to Bureau of the Budget Relating
to Use of Less than First-Class
Accommodations for Travel by Airplanes

REFERENCES : (a) Bureau of the Budget Circular
No. A-7, Revised, Transmittal
Memorandum No. 15, dated May 16,
1960, subject; Amendments to
Standardized Government Travel
Regulations

(b) Agency Notice [REDACTED] Travel
Performance - Accommodations on
Airplane

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1. Reference (b) summarized the recommendations of the Bureau of the Budget relating to the use of airplane accommodations less costly than first-class, which embodied revision of subsection c of section 3.6 of the Standardized Government Travel Regulations.

2. Paragraph 2 of reference (a) requests a brief report by 30 November 1960, summarizing (1) the measures taken to assure that the policy is thoroughly understood and in effect and (2) the results being attained.

3. In order to inform the Bureau of the Budget relative to the effect of the recommendations for the use of accommodations on airplanes less costly than first-class, the Chief, Finance Division and the Chief, Fiscal Division shall take appropriate steps to have prepared, by an analysis of the travel vouchers audited in his division, during the months of May and June 1960, the number of trips by airplane travel undertaken, and further broken-down to state the number of first-class flights and the number of flights undertaken with the use of accommodations less costly than first-class. Identical data shall be prepared from travel vouchers audited during the months of August and September 1960. Cost of such travel shall be disregarded.

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4. The foregoing shall include all domestic travel and all travel to and from overseas points involving the use of airplanes. Travel between foreign areas shall be disregarded.

5. Information shall be forwarded to the Financial Analysis staff not later than 10 November 1960 in order that the report required in reference (a) can be submitted by 30 November 1960.



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Deputy Comptroller

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(16 June 1960)

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